

**State of California
DUTY STATEMENT**

MSH3002 (Rev. 9/26/16)

Department of State Hospitals

Box reserved for Personnel Section

RPA Control No.#		C&P Analyst Approval		Date
Employee Name		Division DSH-Metropolitan		
Position No / Agency-Unit-Class-Serial 487- 510-4800-002		Unit Environmental Health and Safety Department		
Class Title STAFF SERVICES MANAGER I		Location Environmental Health and Safety Department		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID S01	WORK WEEK GROUP E	PAY DIFFERENTIAL	WORKING HOURS 0800-1630

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Standards Compliance Director, the Health and Safety Officer (SSM I) in Environmental Health and Safety manages a major function at a state hospital, develops and implements policies and procedures having a statewide impact on employee safety issues and makes recommendation on issues impacting future program structure and funding.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
40%	<u>ESSENTIAL FUNCTIONS</u> Supervise, assign work, and direct the activities of program Analysts performing the full range of health and safety functions (Injury and Illness Prevention Plans (IIPPs) including workplace violence prevention, emergency preparedness and event management, Ergonomics, Wellness, The Joint Commission Standards). Keep track of regulatory changes which impact the facility and makes recommendations to amend policies as needed. This management position is responsible for assignment of work, evaluation and monitoring staff performance, and staff development. The Health and Safety Officer is also responsible for updating and maintaining Heat Illness Prevention Plan, Workplace Violence Prevention Plan, Injury Illness Prevention Plan, and Exposure Control Plan of the facility.
20%	Work with medical/clinical and administrative personnel to mitigate risks related to workplace violence. Direct and conduct an environmental and occupational health and injury prevention safety program. Perform high level analysis of injury data to assess trends and assessment of potential risks, including patient assaults on staff. Recommend and monitor actions to reduce, mitigate, and/or avoid safety risks. Serve as chair of the

Environment of Care Committee. Act in the absence of the Standards Compliance Director.

15%

Develop and present health and safety training. Coordinate with hospital staff development personnel on the integration of health and safety training with the hospital wide training programs; obtains and determines appropriate use of posters, audio-visual materials and training aids in training programs and safety campaigns; serves as a member on area and community-wide committees.

15%

Oversee the hospital's Injury Illness Prevention Plan, including Heat Illness Prevention, Work Place Violence Prevention, Respiratory Protection Program, and Exposure Control Plan. Represent the hospital during meetings with regulatory agencies such as Department of Industrial Relations and California Department of Public Health.

10%

MARGINAL FUNCTIONS

All other duties and special projects as assigned consistent with this classification.

SUPERVISION RECEIVED

Under the general direction of the Standards Compliance Director

SUPERVISION EXERCISED

3 analytical staff in Environmental Health and Safety

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Department of State Hospitals Administrative Letters and Special Orders and Policy Directives; regulations pertaining to hospital licensing, certification, accreditation, and Department of Industrial Relations regulations; Scientific Method, basic research principles and methodologies, principles and practices used in training nursing services and other hospital staff; professional nursing principles and techniques; concepts and methods of communication; principles of specialized treatment and training techniques as they relate to mentally or developmentally disabled persons or mentally disordered offenders; program organization in California state hospitals, hospital policies and procedures.

ABILITY TO:

Evaluate and monitor the Safety Management Plans at the facility; plan, conduct and evaluate training for the level of care and administrative staff; work effectively with a multidisciplinary clinical staff; perform evaluations and write reports; analyze data and present ideas and information effectively both orally and in writing, independently initiate inquiries and follow through until resolved.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and

hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification

SITE SPECIFIC COMPETENCIES

Is familiar with the DSH Administrative Letters and Special Orders; regulations pertaining to hospital licensing, certification and accreditation; Nursing Policy and Procedures and Administrative Directives.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Proficient with word processing, excel, e-mail, spreadsheet and database management programs. Organized. Good verbal and written communication skills.

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must: N/A

TRAINING - Training Category = Type I Direct Care Nursing Staff

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Training provided during new employee orientation and updated annually.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

All employees are required to have an annual TST and health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date